

MONTHLY REPORT

MAINTENANCE

NOVEMBER 27, 2013

SUBMITTED BY: Mike Miller

COURTHOUSE

HVAC PM on air handling equipment

Perfection performed PM on boilers, replaced gas regulator on boiler #1

Ran network lines to Assessor's office

Painting of some wall areas in basement

Painting in Auditor's office, looking at possibly some type of replacement
for 4 chandeliers in main office area.

Received \$5000 grant from Solid Waste District for purchase of recycling
containers, and can liners. (for all buildings)

ANNEX

Cummins continued to troubleshoot emergency generator, eventually
replacing fuel filter & check valve.

Perfection performed PM on boilers

Batteries replaced in phone system UPS

220 W. WASHINGTON

Continued on wall construction at north end of basement

Ordered awning to cover main entrance of basement

JAIL

Kitchen Ansul fire extinguishing system replaced with updated model, appliances under the system wired to shut down in the event the Ansul system is activated. Work performed and tested by Koorsen Fire Protection & Adams Electric.

All kitchen appliances to be replaced have arrived (dish machine, dish machine booster heater, and convection steamer) install date for dish machine & booster heater set for Dec. 3 & 4.

Repair to kitchen ice machine

Repair to laundry washer

Door lock repairs made from Tinder Lock Co.

Numerous leak repairs

HVAC repair made to dispatch computer rm.

Ran 5 network lines in new wall being built in basement squad room, contractors will be proceeding with insulation, and drywall.

Ran network cable and power, then installed new camera in book-in.

Informed by Grantham, who handles the HVAC energy mgmt. system,

That several spare circuit board controllers that operate each piece of air handling equip. were damaged and thrown out during the April flood. These Controllers are now obsolete, Grantham is now putting together a cost to replace 3 controllers with a different

type or updated controller, whereas 3 spares would be generated. Will be looking at the cost.

MAPLEVIEW

Waiting on the specs for a new kitchen sanitizer, will be running 240 volt power from the basement panel to the kitchen.

Commissioner's Report – December 2, 2013

Help Desk Call Summary for November (Through 11/26)

of calls closed for the month: **November – 201**, October – 300 , September – 186 (YTD Avg / Month – 221)

of calls NOT closed within 12 hours - 3

of calls currently open: 18 open calls, 8 are projects or new tasks

Email Filtering / SPAM

- Inbound counts **Total Emails – 54,683 / SPAM – 3,463**
- Viruses stopped before reaching Boone – 105

Major Issues / Outages / After-hours calls

- None

Completed Projects

- **Worked with state on VINES system**
 - Victim identification system – Installed new router
 - Changing to offsite hosted VM

New / Ongoing projects

- **New Courtview Public Access website**
 - Tested and ready to go
 - Changing IP address / DNS
- **Sheriff Dept. network upgrade**
 - Switches installed and tested
 - Will allow 10GB backbone in Jail and between Courthouse and Jail
 - All ports for workstations and servers will be capable of 1GB connections (mixed 100MB and 1GB now)
- **Talking with Witham about Radio booster**
 - Would like to use Sheriff's tower and VPN to connect site to site for radio system
- **Investigating door security / lock system for County buildings**
- **PC / Laptop Rollout – Ongoing**

12-2-13
Appendix #4

Fwd: edit make suggestions please

From: **Marcia Kinderman** (mkinderman@workonecentral.org) This sender is in your contact list.

Sent: Tue 11/26/13 3:15 PM

To: Dennis Dunlap (djdsed@msn.com); Eva Clark (eclark@workonecentral.org)

1 attachment

Indiana Career Connect Online Learning Resources.pdf (142.3 KB)

----- Forwarded message -----

From: Marcia Kinderman <mkinderman@workonecentral.org>

Date: Tue, Nov 26, 2013 at 3:10 PM

Subject: Fwd: edit make suggestions please

To: mkinderman <mkinderman@workonecentral.org>

Dear Dennis,

Free online computer training is available to anyone online via our DWD website Indiana Career Connect. One would go online and register in ICC to access.

www.indianacareerconnect

Please see the attached document with a list of the "Online Learning Resources" available under the left side tab titled, Follow the step by step tabs.

"Services for Individuals"

"Education Services"

"Online Learning Resources"

We recommend the following:

Microsoft Office Online

Basic Computer Skills Tutorial

GCFLearning Free.org

Free-Ed.net

If you decide you want an instructor/vendor to come on site to do a class size project there would be charge of course.

We work with several reputable firms/training providers/vendors that have been approved by the State of Indiana and are posted on our provider training list, IE Ivy Tech, JELCC, New Horizons etc.

There is a list of those approved training providers available online via www.in.gov/dwd

Type in www.in.gov/dwd, and then go to the left hand side menu.

Then click on career training and adult education.

Then click on left hand side menu on IN training.

We have contact information available if you chose to pay for vendor courses.

Let me know if you have any questions.

Thanks,

Marcia Kinderman/WorkOne Lebanon

ONLINE LEARNING RESOURCES

This page contains links to websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills. The links are grouped into the following sections: **ALISON Online Courses**, **Workplace Skills**, **Education (K-12 and College)**, **Business and Technology**, **Writing and Languages**, and **Miscellaneous**.

ALISON ONLINE COURSES



ALISON is one of the leading **FREE** online learning websites. ALISON offers courses on a variety of topics, including tutorials on Microsoft® Word, Excel and Access; Google Gmail; understanding potential workplace safety issues; basic economics; and even identity theft. Many of the courses are designed to assist individuals in the workplace, but other courses are available for personal satisfaction and enrichment. ALISON is also self-paced and structured for either workplace groups or individuals. All courses on ALISON are accessible for free.

WORKPLACE SKILLS

GCFLearnFree.org - Funded by the Goodwill Community Foundation, GCFLearnFree.org provides free computer, technology, and life skills training online. Users can sign up for scheduled online classes, or take any of the free tutorials at their own pace. Popular topics include **computer technology**, **math and money basics**, **career and workplace development**, and other everyday life skills.

Vocational Information Center - The Vocational Information Center website is a directory that provides links to online resources for career exploration, career and education, work opportunities, trade and technical schools, and career-related references.

ERI Human Resources Distance Learning Center - ERI offers more than 50 different free courses in human relations topics such as health insurance and retirement investment plans, employee benefit programs, tax issues, compensation and salary administration, and online recruiting.

LINCS Workforce Education LAB - The Learning Activities Bank collects and distributes high-quality learning activities that focus on the basic skills and knowledge adults need to be effective in the 21st Century workplace.

EDUCATION (K-12 and COLLEGE)

Open courseware programs are designed to give students free online access to course materials that are actually used in university classrooms. The project was started in 2001 by the Massachusetts Institute of Technology (MIT), which currently provides access to over 1,900 of its courses. Participating colleges post syllabi, assignments, calendars, lecture notes, readings, and other materials online making it easy for self-learners to study the topic on their own terms. Video and audio of course materials is often available. Open courseware programs do not require registration or charge tuition. However, they also do not award credits or allow for interaction with a professor.

Visit the following college websites to learn more about the classes they offer as open courseware:

Berklee College of Music

Brigham Young University
Capilano College
Dixie State College
Harvard University - Medical School
Johns Hopkins University
Kaplan University
Massachusetts Institute of Technology
Michigan State University
Open University (UK)
Tufts University
United Nations University
University of Alaska - Fairbanks
University of California - Berkeley
University of California - Irvine
University of Massachusetts - Boston
University of Michigan
University of Notre Dame
University of Washington
University of Wisconsin - Eau Claire
Utah State University
Weber State University
Yale University

MIT OpenCourseWare: Highlights for High School - Highlights for High School features MIT OpenCourseWare materials that are most useful for high school students and teachers. Information is available to help users prepare for AP exams, learn more about the skills and concepts you learned in school, and sample the kind of work they'll be doing in college.

OpenCourseWare Consortium - Member List - Members of the OpenCourseWare Consortium are colleges and universities that provide at least 10 courses through free and open digital publication of high quality educational materials. Users can access courses in a variety of languages through the member institutions.

Open Learning Initiative - Through the OLI project, Carnegie Mellon University is working to help the World Wide Web make good on its promise of widely accessible and effective online education. The project currently offers interactive, college-level coursework in topics such as French, statistics, chemistry, etc.

Sofia Project - The Sofia Project is a collaboration of California community colleges that provides community college-level courses on the Web. Content includes lessons, study guides, quizzes, discussion questions, video clips, and interactive exercises.

Free-Ed.net - Free-Ed.Net provides links to a wide variety of online training in courses ranging from Accounting to Zoology. The site offers a variety of courses that include materials completely online.

Online High School - About.com's Distance Learning site provides comprehensive information for teens and adults considering earning a high school diploma or GED through online instruction.

Annenberg Media - Annenberg Media distributes educational video programs with coordinated Web and print materials to K-12 schools across the country. Several of their courses are available in their entirety online, free of charge.

University of Washington - Computer Science & Engineering - UW has placed syllabi, lecture notes, and other resource information online.

Open Educational Resources Commons - OER Commons is a clearinghouse of links to online learning resources organized by both subject (arts, science) and grade level (K-12,

college, post-graduate). Examples of online content include: full courses, course modules, lectures, homework assignments, quizzes, lab and classroom activities, games, simulations, and much more.

Federal Resources for Educational Excellence (FREE) - FREE, a service of the U.S. Department of Education, makes it easier to find learning resources from the federal government. More than 1,500 resources are included from dozens of federal agencies, including the National Institutes of Health, the Smithsonian Institution, the National Science Foundation, and the Library of Congress.

CollegeUp.ORG - a new website created with the Adult Student in mind. There is a variety of information including: finding the right school, how to pay for school, how to manage you family, work and school life and how to find a job. Create an account and talk to people like you in a forum or ask a question and get an answer. Feel free to provide feedback on this new website by emailing feedback@beaholdings.com

BUSINESS AND TECHNOLOGY

Microsoft Office Online - Microsoft offers free online training tutorials to help you learn how to use the popular suite of Office products, such as Excel (spreadsheets), Access (databases), and Word (word processing).

Small Business Training Network - The Small Business Training Network is a service provided by the U.S. Small Business Administration. The website provides targeted online training to meet the information needs of prospective and existing small business owners. The courses are self-paced and take about 30 minutes to complete.

Adobe Knowledgebase - The Adobe website provides free tutorials that help you learn how to make the most of out the company's products, such as Photoshop, Flash, Illustrator, and FrameMaker.

Basic Computer Skills Tutorial - This tutorial helps new online users familiarize themselves with the Windows operating system and basic computer tasks.

WRITING AND LANGUAGES

OWL - Online Writing Lab - Purdue University provides over 200 free online writing resources for students, parents, English as a Second Language learners, and professional writers. Topics of interest include assistance in creating an effective **resume** and **cover letter**, and a section on **writing for the workplace**.

Word2Word - Word2Word provides links to a variety of websites that offer free classes in language instruction, including the common (French, Spanish, Italian) to the uncommon (Croatian, Thai, Vietnamese).

About.com Distance Learning - Languages - About.com's Distance Learning site provides links to resources that offer free online instruction in a variety of languages, including the common (French, German, Italian) to the uncommon (Arabic, Armenian, Hebrew).

BBC Languages - The British Broadcasting Corporation offers online instruction in a variety of popular languages, including French, Spanish, German, Italian, and Mandarin Chinese. Learners can move at their own pace.

MISCELLANEOUS

U.S. Citizenship Preparation Course Information - The website for U.S. Citizenship and Immigration Services lists free and low-cost services to immigrants, including Citizenship Classes. Information is organized by state, and includes contact information to get started. The site also links to a **Citizenship Class finder** that offers users the ability to search for classes by zip code.

Learn CPR - Learn CPR is a free public service supported by the University of Washington School of Medicine. Learn the basics of CPR - cardiopulmonary resuscitation - using instructional guides and video demonstrations.

Checking Account Tips - Provides tips on how to effectively maintain a checking account.

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